

**DELHI DEVELOPMENT AUTHORITY**  
**SPORTS WING: COORDN. CELL**  
SIRI FORT SPORTS COMPLEX, AUGUST KRANTI MARG  
NEW DELHI-110 049

**Notice Inviting Proposals to provide Coaching Services at DDA Sports Complexes**

Delhi Development Authority (Sports Wing) invites applications from professional sports coaches / agencies for conducting coaching in various sports disciplines for which facilities are available at DDA Sports Complexes in Delhi on revenue sharing basis.

Coaches / Coaching agencies are requested to submit detailed proposals, including profiles of coaches, proposed rates, timing, coaching aids and technology proposed to be utilized. Annual contracts would be awarded after evaluation of technical and financial bids. Coaching contract would be extendable annually for a maximum tenure of five years.

Technical bids should be submitted as per Annexure- I & II and Financial bids as per Annexure-III of the terms and conditions. Technical and Financial bids should be submitted in two separate sealed envelopes superscribed "Technical Bid" and "Financial Bid" respectively clearly mentioning the name of the coach / agency. Both these sealed envelopes should be placed within a separated sealed envelope superscribed "Bids for coaching in \_\_\_\_\_ (discipline) at \_\_\_\_\_ (Sports complex/es)". Detailed proposals (i.e. Technical Bid and Financial Bid) should be submitted to Secretary (Coordn.), Sports Wing, Siri Fort Sports Complex, August Kranti Marg, New Delhi-110049 by 31.08.2020. Bids not submitted as per this format shall be rejected.

For detailed eligibility criteria, terms and conditions, mode of selection, etc, kindly visit DDA website [www.dda.org.in](http://www.dda.org.in) (in "Public Notice" and "Tenders" web pages). Details can also be obtained from any of the DDA Sports Complexes.

**Commissioner (Sports)**

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**NEW DELHI-110 049**

**Sub: Notice Inviting Proposal (NIP) for conducting coaching in various sports at DDA Sports Complexes.**

**BACKGROUND:**

1. Delhi Development Authority (Sports Wing) invites applications from professional sports coaches/agencies for conducting coaching in various sports disciplines for which facilities are available at DDA sports complexes in Delhi on revenue sharing basis.
2. Presently Delhi Development Authority (DDA) operates the following sports complexes which have total membership of over 56,300 members excluding dependants and are utilized by approximately 30,000 individuals on a monthly basis. Approximately, 163 coaching schemes with over 6,000 trainees are being operated at these sports complexes.
  1. Chilla Sports Complex
  2. CWG Village Sports Complex
  3. Poorv Delhi Khel Parisar, Dilshad Garden
  4. Yamuna Sports Complex, Suraj Mal Vihar
  5. RashtriyaSwabhiman Khel Parisar, PitamPura
  6. Rohini Sports Complex
  7. Major Dhyan Chand Sports Complex, Ashok Vihar
  8. Saket Sports Complex
  9. Siri Fort Sports Complex
  10. Squash & Badminton Stadium, Siri Fort
  11. Vasant Kunj Sports Complex
  12. Netaji Subhash Sports Complex, Jasola
  13. Dwarka Sports Complex
  14. Hari Nagar Sports Complex
  15. Paschim Vihar Sports Complex
3. Coaching is provided at facilities available at the above sports complexes for members as well as non-members. DDA provides the infrastructure as well as maintains the facilities while professional coaches/coaching agencies provide the coaching.

**TERMS AND CONDITIONS:**

4. Coaching is provided on revenue sharing basis. The share of coaching charges would be 60:40 between the coach/agency and DDA respectively. However, for facilities for which DDA provides most training aids, air conditioned facilities, etc., the ratio of sharing would be 50:50.

5. Free coaching is to be provided by the coaches/coaching agencies to at least 10% of the trainees from economically weaker sections who have potential in the sport. Extension of coaching contracts would not be provided where the coaches/agencies have not imparted free coaching to the minimum number of trainees. If the Management considers appropriate to impart coaching to economically weaker section more than 10% of the total number of trainees, then the Management would pay the coaches/agencies their share of the coaching fees for the additional number of EWS trainees over and above the mandatory 10%.
6. The days of the week and timings for imparting coaching would be decided by the Management as per requirement and availability of facilities.
7. Professional coaches/coaching agencies should submit detailed proposals indicating the preference of sports complex in order of preference. Proposals should contain details of coaches/assistant coaches who would be involved personally in imparting coaching along with their qualifications, experience and achievement as coaches and/or as national and international sports persons. Details of awards for recognition in coaching and achievement of trainees should also be furnished.
8. A maximum of two sports complexes would be awarded to any coach/coaching agency in any discipline
9. Sports facilities at the sports complexes during peak hours, i.e., 6.00 a.m. to 8.00 a.m. and 6.00 p.m. to 8.00 p.m. would generally not be available for coaching and utilization of facilities during these timings would be exclusively for members. However, if there is any spare capacity, as assessed by the Secretary of the complex, coaching can be permitted during these hours also, subject to conditions.
10. At each sports complex, in each discipline generally only one coaching contract would be awarded for a particular level of coaching. However, for different levels of coaching, i.e., basic, intermediate and advance in the same discipline, there can be different coaches/agencies at a particular complex. However, depending on the requirement and availability of facilities, more than one coaching contract in any level of coaching can also be awarded at a sports complex.
11. Differential in coaching rates for members and non-members at all sports complexes would be uniform at 25% additional charges for non-members.
12. The proposed monthly charges to be paid by members should be clearly indicated in figures and words in the financial bid of the proposal. The charges for non-members would be 25% more than that payable by members. Applicable GST would be charged on the coaching fees. The proposed monthly fees to be charged from members should be submitted in a separate sealed envelope as per proforma at Annexure-III. However, over and above the monthly coaching charges, coaches/agencies would not be permitted to charge any refundable/non-refundable entry fees. Coaching charges would be collected by the respective sports complex and the share of the coach/agency would be remitted by NEFT/RTGS by the

complexion or before the 7<sup>th</sup> day of the following month. Trainees would be charged coaching fees for only one month in advance at a time.

13. Rates for similar level of coaching in a particular discipline should be comparable between complexes according to the location and membership profile of the complex.
14. Coaches/agencies would need to clearly state in their proposal details of cost of additional inputs, training aids and playing equipment which they intend to provide to the trainees on request. Specifications and rates for these inputs, equipment, etc., would require to be approved by the management of the complex and would be displayed on the notice board of the sports complex as well as mentioned in the coaching contract. Apart from the items mentioned therein, no other item can be provided to trainees on payment basis. For any change of rates of approved items, prior approval of the management is required to be obtained by the coaches/agencies. Payment for these approved items can be received directly by the coaches/agencies and no share of revenue from these need to be paid to DDA. Any deviation from this would be considered a breach of contract and would be considered at the time of review for extension of coaching contracts.
15. Coaches/agencies would indemnify DDA against any injury, loss of life, etc., caused either directly or indirectly due to the training.
16. Coaches/agencies would be solely responsible for participation of trainees in any event not approved by DDA.
17. Coaches/academies would be permitted to include name of DDA while naming/branding their academies.
18. No proposals from clubs would be accepted for coaching.
19. All trainees would require to fill up a form with details of terms and conditions of coaching and also indemnify DDA against any injury, loss of life, etc., caused either directly or indirectly due to the training.

#### **EVALUATION OF PROPOSALS:**

20. A Committee would evaluate all the proposals received for coaching in a particular discipline at each sport complex. Evaluation would be made on the basis of qualifications, experience of coaches and assistant coaches, achievements as a player, achievements as a coach, technical equipment and training kits proposed to be utilized for coaching, proposed methodology of imparting training and monitoring progress of trainees, etc. Evaluation of the technical bids would be for a total of 80 marks. Financial bids of only those coaches/agencies would be opened who obtain minimum 50 out of 80 marks in the evaluation of their technical bids. The 20 marks for financial bids would be evaluated as per the following formula:-

$$\frac{L \times 20}{\text{Rate}}$$

Where 'L' is the lowest coaching fees submitted by coach/agency whose financial bid has been opened and 'Rate' is the coaching fees submitted by the coach/agency whose financial bid is being evaluated. Illustration of evaluation of financial bids is as follows:-

Coaching Rate submitted by applicant	Marks out of total 20 for financial bid
Rs. 1000 per month (lowest financial bid)	20
Rs. 1500 per month	13
Rs. 2000 per month	10
Rs. 2500 per month	8
Rs. 3000 per month	6

21. Coaching would be awarded to the coach/agency which secures the highest combined marks from the technical and financial bids. If agencies/coaches obtain the same total marks, then coaching would be awarded to the agency which has obtained the highest marks in technical bid.

**OTHER TERMS AND CONDITIONS:**

22. Coaching would be awarded on contract for a period of one year, which can be extended annually for a maximum total period of five years. However, coaching contract can be terminated before the total period of five years in case of unsatisfactory performance or non-compliance with the terms and conditions of the contract.
23. Proposed trainer-trainee ratio should be mentioned in the proposal. All proposals should contain detailed profiles of all coaches, assistant coaches and support staff alongwith passport size photographs, identity proof, phone numbers, cell phone numbers and residential address. Performance certificates of coaches/agencies from institutions where they are presently imparting coaching or had imparted coaching in the past should be submitted.
24. Extension of contracts would be considered annually subject to a maximum tenure of five years. The evaluation would be made on the basis of feedback from trainees, parents/guardians, availability of coaches during training, achievement of trainees, number of trainees, trainer-trainee ratio, revenue generated, training aids, equipment and technology utilized and adherence to the rules and regulations of the sports complex.

25. In addition to regular coaching, special coaching camps, especially during summer vacations for students can also be organized subject to prior approval.
26. The infrastructure allotted by DDA for the coaching will be utilized only for the purpose of coaching and no other activity would be permitted therein.
27. If storage space for training equipment is required, this should be clearly specified in the proposal. However, this would be provided at the discretion of DDA, if such storage space is available, on mutually agreed terms and conditions.
28. All applicants are advised to visit the facility at the sports complex for which they wish to submit proposal for coaching and evaluate the potential before submitting their proposals. No representations will be entertained subsequently in this regards.
29. The bid must be page numbered and total number of pages contained in the proposal should be indicated in the covering letter. DDA would not be responsible if any enclosure is not found attached.
30. If the coach or any of the assistant coaches or support staff are presently working in any government department, government undertaking, public sector undertaking, etc., No Objection Certificate (NOC) of the concerned organization to conduct paid coaching is required to be submitted. If NOC is not submitted and subsequently it comes to notice that the individual had conducted unauthorized paid coaching, coaching contract shall be terminated.
31. GST registration details should be submitted. However, if the annual income of the coach/agency is less than Rs. 20 lacs, then coach/agency is not liable for GST registration. However, as and when the turnover exceeds Rs. 20 lacs, GST registration will be immediately obtained. An undertaking in this regard is to be submitted by the coach/agency.
32. Whether coach would personally impart coaching and, if so, number of days in a month he/she would personally be present for coaching. Technical evaluation would consider this and annual extensions of coaching would also consider whether this is being fulfilled as per the submission made in the proposal.
33. Agencies can also submit their proposals but they need to mention details of chief coach, assistant coaches, etc. The main coaching staff cannot be changed as the technical bids would be evaluated as per the qualifications and experience of the coaching staff mentioned in the proposal. Coaching to be invariably imparted by coaches mentioned in the proposal.

34. Technical bids should be submitted as per Annexure-I & II and Financial bids as per Annexure-III. Technical and financial bids should be submitted in two separate sealed envelopes superscribed "Technical Bid" and "Financial Bid" respectively clearly mentioning the name of the coach/agency. Both these sealed envelopes should be placed within a separate sealed envelope superscribed "Bids for coaching for \_\_\_\_\_ (discipline) at \_\_\_\_\_ (sports complex/es)".
35. Detailed proposals including all the above aspects should be submitted in the office of Secretary (Coordn.), Sports Wing, Siri Fort Sports Complex, August Kranti Marg, New Delhi-110049 latest by 31.08.2020. Incomplete proposals will not be entertained. However, clarifications, if necessary, can be sought by DDA.

**Commissioner (Sports)**

**ANNEXURE-I****TECHNICAL BID  
DETAILS OF OFFER FOR COACHING**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1	<b>Name</b>	
2	<b>Registered address</b>	
3	<b>Name of Proprietor/ Director/ Administrative Head/Coach</b>	
4	<b>Type of Ownership</b>	Proprietary/Partnership/Company/LLP
5	<b>Proof of Support of above</b>	Attach documents in support and list the documents attached here
6	<b>Sport</b>	List only one sport here. If more than one sport is sought then separate proposals to be submitted
7	<b>Level/ Nature of Coaching to be offered</b>	List level and if more than one level is offered then the differentiation to be amplified
8	<b>No. of days of coaching/week and timings of coaching proposed</b>	
9	<b>Previous Coaching Experience</b>	Attach documents in support and list the documents attached here
10	<b>Names of Coaches/ Assistant Coaches/ Support staff to impart coaching</b>	Attach annexure if required and list the same here.
11	<b>Qualification of Head Coach</b>	
12	<b>Qualification of Assistant Coaches</b>	
13	<b>No. of courts/ infrastructure required</b>	Clearly specify the infrastructure required in terms of courts/grounds, duration proposed to be used and timing proposed.
14	<b>Preference of sports complex in order of preference</b>	List in order of preference. Any number can be listed but the allotment will be as per guidelines listed in the terms and conditions.
15	<b>Trainer/ Trainee Ratio proposed</b>	
16	<b>Training Aids/ Equipment to be provided</b>	

Place:

Full name and signature of applicant

Date:

Full name and signature of authorized signatory  
with seal of establishment (in case of agency)

Address:

Email:

Cell phone/landline No.



**TECHNICAL BID****CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

<b>S.No.</b>	<b>Documents to be submitted</b>	<b>Submitted</b>	<b>Remarks</b>
<b>1</b>	<b>Copy of Registration of firms (in case of agency)</b>		Attach document as applicable or state not available or applicable
<b>2</b>	<b>Copy of Registration certificate of EPF (in case of agency)</b>		Attach document as applicable or state not available or applicable
<b>3</b>	<b>Copy of Registration Certificate of ESI (in case of agency)</b>		Attach document as applicable or state not available or applicable
<b>4</b>	<b>Copy of Labour License (in case of agency)</b>		Attach document as applicable or state not available or applicable
<b>5</b>	<b>Copy of Income Tax Return for last 2 years</b>		Attach document as applicable or state not available or applicable
<b>6</b>	<b>Copy of GST Registration</b>		Attach document as applicable or state not available or applicable
<b>7</b>	<b>Copy of PAN/TAN Card</b>		Attach document as applicable or state not available or applicable
<b>8</b>	<b>List of clients with dates</b>		
<b>9</b>	<b>Proof of experience</b>		
<b>10</b>	<b>Last 2 years audited statement from Chartered Accountant</b>		Attach document as applicable or state not available or applicable

Place:

Full name and signature of applicant

Date:

Full name and signature of authorized signatory  
with seal of establishment (in case of agency)

Address:

Email:

Cell phone/landline No.

**FINANCIAL BID**

1.	Full name of Coach/Authorized signatory and name of agency	
2.	Address, Cell phone number, e-mail ID	
3.	Sports discipline in which coaching is proposed to be conducted	
4.	Names of sports complexes (in order of preference where coaching is proposed to be conducted)	
5.	Number of days per week and timings for proposed coaching (to be decided in consultation with the complex)	
6.	Monthly coaching fees for members (25% additional coaching fees for non-members) for each of the above mentioned sports complex(s).  (Proposed coaching fees should be mentioned both in figures and words) If there is discrepancy, rate quoted in words would be considered.	

**EVALUATION CRITERIA FOR ASSESSMENT (80 MARKS) OF TECHNICAL BIDS : OTHER THAN DANCE**

**Name(s) of Coach/Assistant Coaches/Support Staff  
who would personally impart coaching :**

Sl. No.	Criteria	Total marks	Weightage		Marks awarded	Remarks
1	Technical Qualifications of Coach (NIS qualified/Federation approved certification/International degree/certification in coaching)	15	NIS degree/certification	05		
			International degree/certification	05		
			Additional degree/certification in the sport/sports science	05		
2	Coaching experience in years	15	Upto 5 years	05		
			5 to 10 years	05		
			Above 10 years	05		
3	Achievements as a player	10	Top 3 ranking in national championship recognized by official federation in the sport	04		
			Medallist in international meet recognized by official federation in the sport	04		
			Arjuna/ Rajiv Khel Ratna award or similar National award in the sport/multiple champion in international meets	02		
4	Achievements as a Coach	15	Trainee – medallist at national championship recognised by official federation in the sport	05		
			Trainee – medallist in international championship recognized by official federation in the sport	05		
			Multiple trainees – Medallists at national/international championships recognized by official federation in the sport	05		

5	Technical qualifications, experience and achievements of Assistant Coaches and other support staff	15	Technical qualifications of Assistant Coaches	05		
			Experience of Assistant Coaches	05		
			Technical qualifications and experience of other support staff/assistant coaches	05		
6	Technical equipment and training aids proposed to be utilized in coaching and proposed methodology of imparting training and monitoring progress of trainees	10	Technical equipment and training aids	05		
			Methodology for training and monitoring progress	05		
7	Total marks	80				

**EVALUATION CRITERIA FOR ASSESSMENT (80 MARKS) OF TECHNICAL BIDS : DANCE**

<b><u>S. No.</u></b>	<b><u>Criteria</u></b>	<b><u>Total Marks</u></b>	<b><u>Weightage Parameter</u></b>	<b><u>Max. Marks</u></b>	<b><u>Marks Awarded</u></b>	<b><u>Remarks</u></b>
1	Coaching Experience of agency (in years)	10	Upto 5 years	02		
			5-10 years	03		
			Above 10 years	05		
2	Trainer / Trainee ratio being proposed by agency for every 10 trainees with coaching experience	10	Only One	02		
			Upto Two	03		
			More than Two	05		
3	Qualification of Head Coach	10	Degree/Diploma Course from any recognised university/agency in the activity/associated activity/sport	02		
			Any other State/National level Institute like Kala Academy in the activity/associated activity/sport	03		
			Any International Institute in the activity	05		
4	<b>Qualification of Assistant Coach</b>					
	(a) Name .....	10	Degree/Diploma Course from any recognised university/agency in the activity/associated activity/sport	02		
			Any other State/National level institute like Kala Academy in the activity/associated activity/sport	03		
			Any International Institute in the activity	05		
	(b) Name .....	10	Degree/Diploma course from any recognised university/agency in the activity/associated activity/sport	02		
			Any other State/National level institute like Kala Academy in the activity/associated activity/sport	03		
			Any International Institute in the activity	05		
5	Achievements of Head Coach	10	Level of participation in State level events	02		
			National level events	03		
			International events	05		
6	<b>Achievements of Assistant Coach</b>					
	(a) Name .....	10	Level of participation in State Level events	02		
			National level events	03		
			International events	05		
	(b) Name .....	10	Level of participation in State Level events	02		
			National Level events	03		
			International events	05		
<b>Total Marks</b>		<b>80</b>				

**Note : To qualify, an agency needs to score at least 50 marks out of 80 Marks.**

**Proposals for coaching in various sports/fitness disciplines to be submitted for the following DDA sports complexes:**

<b>S. No.</b>	<b>Name of Sports Complexes</b>	<b>Sports/Fitness Disciplines</b>
1.	Siri Fort Sports Complex	Karate, Fitness Dance, KravMaga, Dance (Ballet and Modern Jazz), Zumba, Table Tennis, Yoga (outdoor)
2.	Saket Sports Complex	Fitness Dance, Table Tennis, Yoga (Ladies), Cricket
3.	Netaji Subhash Sports Complex	Dance, Karate, Table Tennis
4.	Vasant Kunj Sports Complex	Table Tennis, Squash, Yoga, Rugby, Taekwondo, Aerobics
5.	Hari Nagar Sports Complex	Karate, Table Tennis
6.	PaschimVihar Sports Complex	Aerobics, Yoga, Table Tennis
7.	Dwarka Sports Complex	Badminton, Table Tennis, Aerobics
8.	Major Dhyan Chand Sports Complex	Table Tennis
9.	Rohini Sports Complex	Table Tennis, Aerobics, Squash
10.	RashtriyaSwabhimani Khel Parisar	Aerobics, Taekwondo, Yoga
11.	Poorv Delhi Khel Parisar	Badminton, Aerobics, Basketball, Volleyball, Table Tennis, Yoga
12.	Chilla Sports Complex	Basketball, Taekwondo, Aerobics, Yoga
13.	Yamuna Sports Complex	Squash, Hockey, Dance, Chess, Fencing, Cricket
14.	Commonwealth Games Village Sports Complex	Aerobics, Athletics, Fitness coaching, Gymnastics, Shooting (10 m), Table Tennis,
15.	Squash & Badminton Stadium	(a) Karate (b) Coaching at vacant built up spaces for disciplines other than Squash, Badminton, Table Tennis, Gymnastics, Fencing, Yoga, Karate, Fitness Centre which are currently in operation at the Stadium. The spaces available at DDA Squash & Badminton Stadium, Siri Fort Road, New Delhi – 110049 that can be utilized for proposed disciplines are listed below indicating their size :- i. 3000 Sq. Ft. - Open area on the East Side of the stadium ii. 5200 Sq. Ft. - Area within the Stadium but without Air Conditioning facility iii. 11,500 Sq. Ft. - Open Area on the West Side of the Stadium

***\* If any coach/agency desires to conduct any other coaching in sports discipline/fitness/recreation activity either in any available accommodation or outdoor at any DDA sports complex, details may be submitted as per proforma at Annexures – I, II and III.***